



Instructions for the Collab Website

In order to become a part of the Virginia Higher Education Preparedness Consortium Collab workgroup you will need to submit for an account. With an account you will be given a password and access to the website. In order to be eligible for an account you will need to email davis.walsh@vdem.virginia.gov. In the email we will need the following information: Name, Title, Phone Number, Institution Affiliated with, Position at your College or University, and Department you work in at the College or University. Please allow 3-5 days for authorization. We ask that only individuals associated with a College or University request an account.

After you have been added to the Collab workgroup you will receive two e-mails. The first e-mail will be from "collab-support@virginia.edu" and will contain your temporary password. Please make sure that this e-mail address is added to your safe list and check your junk mail if you do not get it. Some junk mail filters have been known to strip it out. The second e-mail will be from the address "davis.walsh@vdem.virginia.gov" and will contain a link to the website and information about how to log in to the website (<https://collab.itc.virginia.edu>). Make sure you click on "other login" and use the password provided in the first e-mail. Once in the website you will notice tabs at the top that say "My Workgroup" and "Edu Preparedness." In "My Workgroup" you can change your password and account information by clicking on the "account" link on the left and then the "modify account" button. Under the "Edu Preparedness" tab you will find all the resources and announcements for this workgroup.

If you cannot find your password follow these directions:

Visit the Collab home page (<https://collab.itc.virginia.edu>) and click the link in the left menu that reads: "Lost Password". There is a form to fill in for a password reset. The new password will be sent to you in email.

Finally, if you have any questions feel free to contact us by email at davis.walsh@vdem.virginia.gov or collab-support@virginia.edu.

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